

2-0146

CONTENTS

THIS BOOK DOES
NOT CIRCULATE

	<u>Page</u>
PREAMBLE.....	1
ARTICLE I, RECOGNITION.....	2
A. Unit	
B. Definition of Teacher	
ARTICLE II, NEGOTIATION OF SUCCESSOR AGREEMENT	2
A. Deadline Date	
B. Modification	
ARTICLE III, GRIEVANCE PROCEDURE.....	3
A. Definition	
B. Purpose	
C. Procedure	
1. Time Limits	
2. Year End Grievances	
3. Level One - Principal or Immediate Superior	
4. Level Two - Superintendent	
5. Level Three - Board	
6. Level Four - Arbitration	
D. Confidential Material	
ARTICLE IV, TEACHER RIGHTS.....	5
A. Required Meetings or Hearings	
B. Criticism of Teachers	
C. Association Identification	
D. Insurance For Personal Property	
ARTICLE V, ASSOCIATION RIGHTS AND PRIVILEGES.....	6
A. Information	
B. Released Time for Meetings	
C. Use of School Buildings	
D. Use of School Equipment	
E. Bulletin Boards	
F. Mail Facilities and Mail Boxes	
G. Sub Contracting	

CONTENTS, CONTINUED

	<u>Page</u>
ARTICLE VI, TEACHER WORK YEAR	8
A. In-School Work Year	
1. Length of School Year	
2. Definition	
3. Inclement Weather	
B. School Calendar	
ARTICLE VII, TEACHING HOURS AND TEACHING LOAD.....	9
A. Teacher Day	
1. Arrival and Dismissal Time	
2. Extra Pay for Extra Service	
B. Lunch and Break Periods	
1. Lunch Period	
2. Break Periods	
3. Leaving the Building	
C. Meetings	
1. Faculty and Other	
2. Association Right to Speak	
3. Prior to Holidays and Weekends	
4. Notice and Agenda	
ARTICLE VIII, NONTEACHING DUTIES	11
A. Transporting Students	
1. Transportation	
2. Insurance Coverage	
ARTICLE IX, SALARIES	11
A. Salary Schedule	
B. Method of Payment	
1. Ten Plus One Month	
2. Ten Month	
3. Summer Pay Plan	
4. Exceptions	
5. Final Pay	
C. Adjustment to Salary Schedule	
D. Credit for Experience	
E. Returning to the District	
F. Notification of Contract and Salary	

CONTENTS, CONTINUED

	<u>Page</u>
ARTICLE X , TEACHER ASSIGNMENT	13
A. Assignment Criteria	
B. Traveling Expenses	
ARTICLE XI, INVOLUNTARY TRANSFERS AND REASSIGNMENTS	14
A. Use of Voluntary Requests	
B. Notice	
C. Criteria	
D. Priority in Reassignment	
ARTICLE XII, PROMOTIONS	15
A. Positions Included	
1. Date of Posting	
2. Application Procedure	
B. Criteria for Notice	
C. Notification	
ARTICLE XIII, TEACHER EVALUATION	17
A. Evaluation for Non-Tenured Teachers	
B. General Criteria	
1. Open Evaluation	
2. Evaluation by Certificated Supervisors	
3. Copies of Evaluation	
C. Policy on Evaluation	
D. Assistance for Teachers	
E. Personnel Records	
1. File	
2. Derogatory Material	
3. No Separate File	
F. Termination of Employment	
ARTICLE XIV, COMPLAINT PROCEDURE	21
ARTICLE XV, SPECIAL CLOTHING	21
ARTICLE XVI, INSTRUCTIONAL COUNCIL	21

CONTENTS CONTINUED

Page

ARTICLE XVII, SICK LEAVE	22
A. Accumulative	
B. Non-Accumulative Sick Leave	
C. Notification of Accumulation	
ARTICLE XVIII, TEMPORARY LEAVES OF ABSENCE	23
1. Personal Leave	
A. Prior Approval	
B. Procedure	
C. Before or After Holiday	
ARTICLE XIX, EXTENDED LEAVES OF ABSENCE	24
A. Maternity	
1. Natural Birth	
2. Substituting During Leave	
3. Benefits	
4. Extensions and Renewals	
ARTICLE XX, PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT	26
ARTICLE XXI, MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE.....	26
A. Disruptive Students	
B. Emergency Building Plan	
ARTICLE XXII, INSURANCE PROTECTION.....	26
A. Full Health Care Coverage	
B. Description to Teachers	
C. Washington National Meetings	
ARTICLE XXIII, DEDUCTION FROM SALARY	27
A. Association Payroll Dues Deduction	
1. Voluntary Deduction of Association Dues	
2. Current Rate of Membership Dues	

CONTENTS CONTINUED

Page

ARTICLE XXIV, MISCELLANEOUS PROVISIONS 28

- A. Board Policy
- B. Savings Clause
- C. Separability
- D. Compliance Between Individual
Contract and Master Agreement
- E. Notice
- F. Board Rights

ARTICLE XXV, DURATION OF AGREEMENT..... 30

- A. Duration Period
- B. Status of Incorporation

2-0196

PREAMBLE

7/1/76 - 6/30/79

This Agreement entered into this _____ tenth
day of August, 1976, by and between the
Board of Vocational Education, the County of
Cumberland, New Jersey, hereinafter called the "Board,"
and CCVTE Association, hereinafter called the "Association."

NEA

ARTICLE I

RECOGNITION

A. Unit

The Board hereby recognizes the Association as the
exclusive and sole representative for collective negotiations
concerning grievances and terms and conditions of employment
for instructional personnel, including those fulltime day
teaching staff members who hold a valid New Jersey teaching
certificate, whether under contract, on leave, on a per diem
basis, employed or to be employed by the Board.

B. Definition of Teacher

Unless otherwise indicated, the term "teachers," when
used hereinafter in this Agreement, shall refer to all professional
employees represented by the Association in the negotiating unit as
above defined, and references to male teachers shall include female
teachers.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

A. Deadline Date

The parties agree to enter into collective negotiation over a Successor Agreement in accordance with Chapter 123, Public Law 1974, in a good-faith effort to reach agreement on matters concerning the terms and conditions of teachers employment. Such negotiations shall hereinafter begin not later than October Third of the calendar year preceding the calendar year in which this "Agreement" expires. Any agreement so negotiated shall apply to all teachers, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board and the Association.

B. Modification

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties .

ARTICLE III

Grievance Procedure

A. Definition

Disputes by a teacher or the Association as to the interpretation of or an alleged violation of the application of the terms of this agreement, or as to terms and conditions of employment shall be considered a grievance and shall be handled in the manner and sequence outlined below.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. Year End Grievances

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as it is practicable.

Article III

Grievance Procedure, Continued

3. Level One - Principal or Immediate Superior

A teacher with a grievance shall first discuss it with his principal or immediate supervisor, within 10 school days after the teacher has become aware of the alleged occurrence, either directly or through the Association's designated representative, with the objective of resolving the matter informally.

4. Level Two - Superintendent

If the employee is not satisfied with the disposition of his grievance at Level One, he may appeal the supervisor's decision to the superintendent. The appeal to the superintendent must be made within five (5) school days of receiving the decision of Level One. It must be in writing and must set forth the grounds on which the grievance is based. The superintendent shall then confer with the concerned parties and will attempt to resolve the matter as quickly as possible. The superintendent shall communicate his decision in writing, along with supporting references, to all parties within ten (10) school days after receiving the grievance.

5. Level Three -

If the grievance is not settled after reaching the superintendent, the grievant and/or Association may request a review by the Board of Education. The request shall be submitted in writing through the superintendent and he shall attach all related papers and forward the request to the board. The board shall review the grievance, if requested, and render a decision in writing within thirty (30) calendar days.

6. Level Four - Arbitration

If a grievance of an employee is not resolved after review by the board, it may be referred by either party to arbitration by written notice to the other party. The rules of the American Arbitration Association shall be followed in

Article III

Grievance Procedure

6. Level Four - Arbitration Continued

selecting an arbitrator and in the arbitration procedures. The arbitrator, in making his award, shall limit himself to the issues submitted to him and shall consider nothing else. He shall not alter any part of the agreement between the parties. The decision of the arbitrator shall be binding. Only the board and the aggrieved and his representative shall be given copies of the arbitrators report of findings with recommendations. The expense and salary for the services of the arbitrator shall be shared equally by the board and the association representing the employee.

Confidential Material

All meetings and hearings under the grievance procedures outlined in the four levels shall not be conducted in public. The board and the employee shall mutually respect confidence regarding the public disclosure of the nature of the grievance through all levels of this procedure.

ARTICLE IV

TEACHER RIGHTS

A. Required Meetings or Hearings

Whenever any teacher is required to appear before any administrator or supervisor, Board or any committee, member, representative or agent thereof, concerning any matter which could adversely affect the continuation of that teacher in his office, position or employment of the salary or any increments pertaining thereof, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have representative(s) of the

6/7/76

Article IV

Teacher Rights, Continued

A. Required Meetings or Hearings

Association present to advise him and represent him during such meeting or interview. Any suspension of a teacher pending charges shall be without pay.

B. Criticism of Teachers

Any question of criticism by a supervisor, administrator or Board member, of a teacher and his instructional methodology, shall be made in confidence and not in the presence of students, parents or other public gatherings.

C. Association Identification

No teacher shall be prevented from wearing pins or other identification of membership in this Association or any other organization.

D. Insurance For Personal Property

The Board shall provide insurance coverage for personal property of employees while on premises and during the performance of their duties.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

The Board agrees to furnish to the Association, in response to reasonable requests, all available information that is public record, which may be necessary for the Association to process any grievance or negotiations.

B. Released Time for Meetings

Whenever any representative of the Association or any teacher participates in mutually scheduled meetings during working hours in negotiations, grievance proceedings, conferences or other meetings, he shall suffer no loss in pay.

Article V

Association Rights and Privileges

C. Use of School Buildings

The Association and its representatives shall have the privilege of using school building at all reasonable hours for meetings, following approval by the principal. The principal shall be notified in advance of the time and place of all such meetings.

D. Use of School Equipment

The Association may use school facilities and equipment including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use, with permission of the principal. The Association shall pay for the reasonable cost of all materials and supplies incident to such use, and/or any repairs necessitated as a result thereof.

E. Bulletin Boards

The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge and teachers' dining room. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. The location of the bulletin boards in each room shall be designated by the administration. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.

F. Mail Facilities and Mail Boxes

The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary and without the approval of building principals or other members of the administration.

Article V

Association Rights and Privileges

G. Sub Contracting

The Board shall enter into no contract which will result in instruction being provided, supervised, or otherwise influenced by any person or persons, organization, group or company other than properly certified persons directly employed by the Board without being negotiated by the Board and the Association.

ARTICLE VI

TEACHER WORK YEAR

A. In-School Work Year

1. The school year will be 183 days plus 3 days if the Commissioner mandates workshops or inservice days
2. Definition of In-School Work Year

The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.

3. Inclement Weather

Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.

B. School Calendar

The school calendar for 1976-1977 shall be set forth in Schedule B. Changes in the school calendar shall be made only after consultations between the Association and the Board.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

A. Teacher Day

1. Arrival and Dismissal Time

No teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of the pupils school day and shall be permitted to leave fifteen (15) minutes after the close of the pupils school day.

2. Extra Pay for Extra Service

Teacher participation in extra-curricular activities which extend beyond the regularly scheduled in-school day shall be voluntary.

B. Lunch and Break Periods

1. Lunch Period

Teachers shall have a daily duty-free uninterrupted lunch period of at least 35 minutes.

2. Break Periods

All personnel shall receive one duty-free uninterrupted A.M. and P.M. break of not less than ten (10) minutes nor more than fifteen (15) minutes in length.

Article VII

Teaching Hours and Teaching Load, Cont.

3. Leaving the Building

Teachers may leave the building during their scheduled duty-free lunch period without requesting permission.

C. Meetings

1. Faculty and Other

Teachers may be required to remain after the end of the regular work day, without additional compensation, for the purpose of attending faculty or other professional meetings one (1) day each month. Such meetings shall begin no later than five (5) minutes after student dismissal time and shall run for no more than thirty (30) minutes in length.

2. Association Right to Speak

An Association representative may speak to the teachers at the close of any meeting for the length of time needed.

3. Prior to Holidays and Weekends

Meetings which take place after the regular in-school workday and which require attendance will not be called on Friday nor on any day immediately preceding any holiday, except in the event of an emergency.

4. Notice and Agenda

The notice of and the agenda for any meeting shall be given to the teachers involved at least two (2) days prior to the meeting, except in the event of an emergency. Teachers shall have the opportunity to suggest items for the Agenda.

ARTICLE VIII
NONTEACHING DUTIES

A. Transporting Students

1. Transportation

Teachers are not required to transport students, if transporting volunteered, with approval, will be compensated .14¢ per mile

2. Insurance Coverage

By the beginning of the 1976-1977 school year, the Board shall provide insurance coverage for a teacher during authorized use of his automobile.

ARTICLE IX

SALARIES

A. Salary Schedule

The salary of each teacher covered by this Agreement is set forth in Schedule "A" which is attached hereto and made a part of.

B. Method of Payment

1. Ten (10) Plus 1 Month

Each teacher employed 10 months plus 1 month shall be paid in twenty four (24) equal semi-monthly installments. The pay dates shall be set as the fifteenth (15) day and the last day of each month.

2. Ten (10) Month

Each teacher employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments. The pay dates shall be set as the fifteenth (15th) and the last day of each month.

3. Summer Pay Plan

Each teacher may individually elect to have ten (10) percent of his monthly salary deducted from his pay. These funds shall be paid to the teacher according to a schedule of payment throughout the summer, or upon death or termination of employment, if earlier.

Article IX (Salaries)

B. Method of Payment, Continued

4. Exceptions

When a pay date falls on or during a school holiday, vacation or week-end, teachers shall receive their pay checks on the last previous working day.

5. Final Pay

Each teacher shall receive his/her final pay and the pay schedule for the following year on his/her last working day in June.

C. Adjustment to Salary Schedule

Each teacher shall be placed on his/her proper step of the salary schedule as of the beginning of the 1976-1977 school year. Any teacher employed prior to February 1 of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year with the approval of the superintendent in accordance with "D" below.

D. Credit for Experience

Credit up to the maximum step of any salary level on the Teacher Salary Schedule shall be given for previous outside industrial experience or previous teaching experience in a duly accredited school upon initial employment in accordance with the provisions of Schedule "A".

E. Returning to the District

A teacher with previous teaching experience in the Cumberland County Vocational School District may, upon returning to the system, receive full credit on the salary schedule for all outside teaching and military experience in accordance with the provisions of Schedule "A"

F. Notification of Contract and Salary

Teachers shall be notified of their contract and salary status for the coming year no later than April 30, 1977.

ARTICLE X

TEACHER ASSIGNMENT

A. Assignment Criteria

Teachers shall only be assigned to teach in areas for which they hold a teaching certificate issued by the New Jersey State Board of Examiners.

B. Traveling Expenses

Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one (1) school per day shall be reimbursed for all such travel at the rate of fourteen (14) cents per mile for all driving done between arrival at the first location at the beginning of their workday, provided, however, that if the distance from the home of the teacher to his first location or from his last location to his home is greater than the distance between the home of the teacher in his base school, he shall be reimbursed for the difference at the rate of fourteen (14) cents per mile. There shall be no reimbursement for commuting from the home to the job.

ARTICLE XI

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Use of Voluntary Requests

No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position. The Board shall retain the right to pass over volunteers in the best educational interest of the school.

B. Notice

Notice of an involuntary transfer or reassignment shall be given to teachers as soon as possible, and, in cases of emergency, not later than May 15.

C. Criteria

When an involuntary transfer or reassignment is necessary, the area of competence of the teacher involved, major or minor field of study, length of service in the Cumberland County Vocational School District, length of service in the particular school building, and other relevant factors, including, among others, state and/or federal laws, rules, regulations or administrative directives, shall be determined and considered by the Cumberland County Board of Vocational Education.

D. Priority in Reassignment

A list of open positions in the school district shall be made available to all teachers being involuntarily transferred or reassigned.

ARTICLE XII

PROMOTIONS

B. Criteria for Notice

In both situations set forth in Section A above, the qualifications for the position, its duties, and the rate of compensation, shall be clearly set forth.

C. Notification

All qualified teachers shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the professional background and attainments of all applicants and other relevant factors. Appointments shall be posted in the schools or notification shall be given to all interested teachers. Announcement of appointments shall be made by posting a list in the office of the central administration and in each school building. The list shall be given to the Association and will indicate which positions have been filled and by whom.

ARTICLE XII

PROMOTIONS

A. Positions Included

Promotional positions are defined as follows:

Positions on the administrator-supervisory .
levels of responsibility.

1. Date of Posting

When school is in session, a notice shall be posted in each school as far in advance as practical, ordinarily at least thirty (30) school days before the final date when applications must be submitted and in no event less than fifteen (15) school days before such date. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications in writing to the superintendent within the time limit specified in the notice, and the superintendent shall acknowledge promptly in writing the receipt of all such applications.

2. Application Procedure

Teachers who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the superintendent together with the position(s) for which they desire to apply. The superintendent shall notify the Association of any vacancy. Such notice shall be sent as far in advance as practical.

ARTICLE XIII
TEACHER EVALUATION

A. Evaluation for Non-Tenured Teachers

The Board will comply with Title 6-3-1.19 of the NJSA Administrative Code.

B. General Criteria

1. Open Evaluation

All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address, cameras, audio systems, and similar surveillance devices shall be strictly prohibited.

2. Evaluation by Certificated Supervisors

Teachers shall be evaluated only by persons certificated by the New Jersey State Board of Examiners.

3. Copies of Evaluation

A teacher shall be given a copy of any class visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

Article XIII

EVALUATION OF PROFESSIONAL STAFF

C. Policy on Evaluation

The Cumberland County Board of Vocational Education will require that an evaluation program in accordance with state law, be established for the purpose of improving professional competence and establishing a means for determining reemployment by identifying and correcting deficiencies.

Teacher evaluation shall include:

Nontenured teaching staff members shall be evaluated by observation, of the performance of his or her assigned duties by a certified supervisor; a written evaluation of both the employee's performance as observed and the employee's total performance as an employee of the district; a conference between the supervisor and the employee during which the employee's strengths and weaknesses are discussed; and an opportunity for the employee to record a timely disclaimer of the evaluation.

Nontenured teaching staff members shall be offered the assistance of supervisors to remediate observed deficiencies. Additional observations and evaluations may be scheduled for employees who are marginally competent.

Article XIII

TEACHER EVALUATION

D. Assistance For Teachers

Within any one (1) week, a teacher who shall so request shall be granted at least thirty (30) minutes of counseling with his/her immediate superior. Such meetings shall be scheduled within the teacher work day and the teacher released from other duties therefore.

E. Personnel Records

1. File

A teacher shall have the right upon request, to review the contents of his/her personnel file and to receive one copy, at Board expense, of any document contained therein. A teacher shall be entitled to have representative(s) of the Association accompany him/her during such reviews.

2. Derogatory Material

No material derogatory to a teacher's conduct, service, character or personality shall be placed in his/her personnel file unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that he has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such a signature in no way indicates agreement with the contents therein. The teacher shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the superintendent or his designee and attached to the file copy.

3. No Separate File

Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any

Article XIII

E. Personnel Records Continued

separate personnel file which is not available for the teacher's inspection.

F. Termination of Employment

Final evaluation of a teacher upon termination of his employment shall be concluded prior to 60 days severance notice and no documents and/or other material shall be placed in the personnel file of such teacher after severance or otherwise than in accordance with this Article.

ARTICLE XIV

COMPLAINT PROCEDURE

Any complaints regarding a teacher made to any member of the administration by any parent, student or other person, which are used in any manner evaluating a teacher shall be promptly investigated and called to the attention of the teacher. The teacher shall be given an opportunity to respond to and/or rebut such complaint, and shall have the right to be represented by the Association at any meeting or conference regarding such complaint.

ARTICLE XV

SPECIAL CLOTHING

By the beginning of the 1976-1977 school year the Board shall provide over-garments for shop instructors who must cover normal classroom attire in areas where there is danger of burning, oil splash, paint or other chemicals which may damage their classroom attire.

ARTICLE XVI

INSTRUCTIONAL COUNCIL

With the implementation of the rules and regulations pertaining to Thorough and Efficient Education (N.J.A.C. 6:8 et seq.) the Board shall meet and consult with the Association on implementation in the district of any educational changes which are mandated or suggested by N.J.A.C. 6:8 et. seq. Any implementation of policy affecting terms and conditions of employment shall first be negotiated with the Association.

ARTICLE XVII

SICK LEAVE

A. Accumulative

As of September 1, 1976, all teachers employed shall be entitled to one (1) sick day per working month - 10 months - 10 sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

B. Non-Accumulative Sick Leave

Non-accumulative additional sick leave benefits may be allowed to teachers upon due consideration by the Board of Vocational Education.

C. Notification of Accumulation

Teachers shall be given a written accounting of accumulated sick leave days no later than October 30 of each school year.

ARTICLE XVIII

TEMPORARY LEAVES OF ABSENCE

1. Personal Leave

A. Personal leave with prior approval of the Superintendent may be granted for a maximum of two (2) days in any one year for the following reasons:

- 1) required personal court appearance
- 2) marriage of employee
- 3) personal business which cannot be handled outside scheduled hours
- 4) religious holidays
- 5) any other emergency or urgent reason which is not included in "a" to "d" above, if approved by the superintendent

B. When requesting personal leave:

- 1) A formal request shall be written to the Superintendent
- 2) This request shall include the following data:
 - a) the specific reason for the requested leave
 - b) the date of the absence
- 3) This request shall be submitted to the principal to be forwarded to the superintendent no later than two weeks prior to the anticipated absence. Only in emergencies may this limitation be waived.
- 4) All personal leaves are official only after receipt of the superintendent's or his designee's approval

C. Personal leave may not be used in conjunction with vacation, or the day before or the day after a holiday.

D. Bereavement leave may be allowed for:

- 1) Up to three days leave for death in the immediate family, including the employee's parent, spouse or child
- 2) One day leave for death of any other relative or a close friend.

ARTICLE XIX

EXTENDED LEAVES OF ABSENCE

A. Maternity

1. Natural Birth

The Board shall grant maternity leave without pay to any teacher upon request subject to the following stipulations and limitations:

(a) Maternity leave shall commence and terminate on the dates requested by the teacher.

(b) Any teacher granted maternity leave without pay according to the provisions of this section may at her discretion elect to use all or any part of her accumulated sick leave during the period of such absence and receive full pay and benefits for the same.

(c) Any teacher granted maternity leave shall, at her request be restored to the teaching position vacated at the commencement of said leave.

(d) No teacher shall be required to leave work because of pregnancy at any specific time prior to expected childbirth nor be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse of specific duration between childbirth and the desired date of return.

(e) The Board shall not remove any teacher from her duties during pregnancy unless the teacher cannot produce a certificate from her physician that she is medically able to continue teaching.

(f) The Board shall not discriminate against any person in violation of N.J.S.A. 10:5-1 et. seq. The Law Against Discrimination, nor in violation of the Constitutions of the State of New Jersey and of the United States.

(g) Any teacher who does not elect to take a maternity leave may continue to perform her duties as long as physically able to do so and will be entitled to return to her duties when her physician certified she is physically able to do so.

Article XIX

Extended Leaves of Absence Continued

2. Substituting During Leave of Absence

No teacher on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Cumberland County Vocational School District in the area of her certification or competence.

3. Benefits

All benefits to which a teacher was entitled at the time of her leave of absence shall be restored upon her return.

4. Extensions and Renewals

All extensions or renewals of leaves shall be applied for and granted in writing.

ARTICLE XX
PROFESSIONAL DEVELOPMENT AND
EDUCATIONAL IMPROVEMENT

A. Pay and Expense for Training

The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, inservice training sessions, or other such sessions in which a teacher attends college at the request of the administration.

ARTICLE XXI
MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

A. Disruptive Students

When, in the judgment of a teacher, a student is by his behavior seriously disrupting the instructional program to the detriment of other students, the teacher may exclude the student from the classroom and refer him to the principal. In such cases, the principal shall take appropriate steps for its resolution.

B. Emergency Building Plan

A copy of Emergency Building Plan is attached as Schedule "C"

ARTICLE XXII
INSURANCE PROTECTION

A. Full Health-Care Coverage

1. As of the beginning of the 1976-1977 school year, the Board shall provide the health care insurance protection known as the State Health Benefits Plan coverage with the HMO option. The Board shall pay the full premium for each teacher and in cases where appropriate, for family plan insurance coverage.

Article XXII Continued
Insurance Protection

B. Description to Teachers

The Board shall provide to each teacher a description of the health care insurance coverage provided under this Article, no later than the beginning of the 1976-1977 school year, which shall include a clear description of conditions and limits of coverage.

C. Washington National Meetings

The superintendent shall permit representatives of the N.J.E.A. Washington National Income Protection Plan to meet with teachers for the purpose of enrolling new members and permitting present members to adjust their coverages at faculty meetings on a district or building level at the request of the Association. Requests for such meetings shall be made no more than one (1) per year. It is agreed that the Washington National representative shall be permitted a minimum of twenty (20) minutes for the meeting.

ARTICLE XXIII
DEDUCTION FROM SALARY

A. Association Payroll Dues Deduction

1. Voluntary Deduction of Association Dues

The Board agrees to deduct from the salaries of its teachers dues for the C.C.V.T.E.A. Association, the Cumberland County Education Association, the New Jersey Education Association, or the National Education Association as said teachers individually and voluntarily authorize the board to deduct. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969 (NJASA 52"14-15.9e) and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to such persons as may from time to time be designated by the C.C.V.T.E.A. by the 15th of each

Article XXIII

Deduction from Salary

A. Association Payroll Dues Deduction Cont.

month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate association or associations.

2. Current Rate of Membership Dues

Each of the associations named above shall certify to the Board in writing, the current rate of its membership dues. Any associations which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

ARTICLE XXIV

MISCELLANEOUS PROVISIONS

A. Board Policy

1. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

B. Savings Clause

1. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement established benefits in force on said date, shall continue to be so applicable during the terms of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any teacher benefit existing prior to this effective date.

Article XXIV

Miscellaneous Provisions Cont.

C. Separability

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

D. Compliance Between Individual Contract and Master Agreement

Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

E. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other; pursuant to the provision(s) of this Agreement, either party shall do so by certified letter at the following addresses:

1. If by Association, to Board at Cumberland County
Vocational Technical Center, R.D. 7, Bridgeton Ave.
Bridgeton, NJ 08302
2. If by Board, to Association at 113 Union Street,
Elmer, NJ 08318

F. Board Rights

Except as otherwise provided in this Agreement and under the provisions of Chapter 123, Public Laws of 1974, the Association recognizes that the Board has the responsibility and authority to manage and direct in behalf of the public, all the operations and activities of the Cumberland County Vocational School district to the extent authorized by law.

ARTICLE XXV
DURATION OF AGREEMENT

A. Duration Period

This Agreement shall be effective as of July 1, 1976, and shall continue in effect until June 30, 1979, subject to the Associations' right to negotiate the following no later than October 3 of each year as defined in Article II Above:

1. Salary and fringe benefits for each year
2. Any article which is mutually agreeable to the Board and the Association.

This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

B. Status of Incorporation

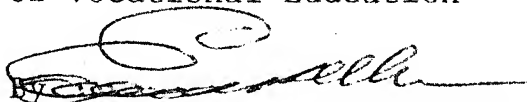
In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

Cumberland County Vocational-
Technical Education Association

By 
Its President

By 
Its Secretary

Cumberland County Board
of Vocational Education


Its President

By 
Its Secretary

School Calendar 1976-1977

1976

Labor Day	Monday	September 7
General Meeting for all teachers	Tuesday	September 8
Regular School Sessions Begin	Wednesday	September 9
Columbus Day	Monday	October 12
Election Day	Tuesday	November 3
NJEA Convention-Atlantic City	Thursday & Friday	November 4-5
Veterans Day	Thursday	November 11
Thanksgiving Recess	Thursday & Friday	November 25-26
Winter Recess	Thursday	December 23

1977

Schools reopen	Monday	January 3
Washington's Birthday	Monday	February 21
Spring Recess**	Good Friday	April 8
Schools closed Monday through Friday		April 11-15
Memorial Day	Monday	May 30
Last day for students	Monday	June 20
Staff workshop	One day following last day for students	

Total Days - 185*

September	17	February	19
October	20	March	23
November	16	April	15
December	17	May	21
January	21	June	17***

* Tentative closing date

** Depending upon number of snow days

*** 3 days provision for I&E in-service meetings if required by the commissioner

Approved by the Board of Education

May 24, 1976

CUMBERLAND COUNTY VOCATIONAL-TECHNICAL CENTER

EMERGENCY PLANNING

Emergency planning at Cumberland County Vocational Technical Center is designed not only to meet the requirements of the State Department of Education, but to arrive at a system that works in a smooth uncomplicated manner. One that will assure the life and limb of every student is protected from possible disaster.

The following is an outline of disaster procedures for evacuation of classrooms in case of fire, bomb scare, tornado, hurricane or nuclear attack.

I. Fire drill, bomb scare

A. At bell alarm students will:

1. Immediately leave by outside door of shop, or other predesignated route.
2. Proceed to designated area and assemble facing away from building.
3. Students not in shop should leave by nearest or designated exit and assemble with the closest group.

B. Instructor should:

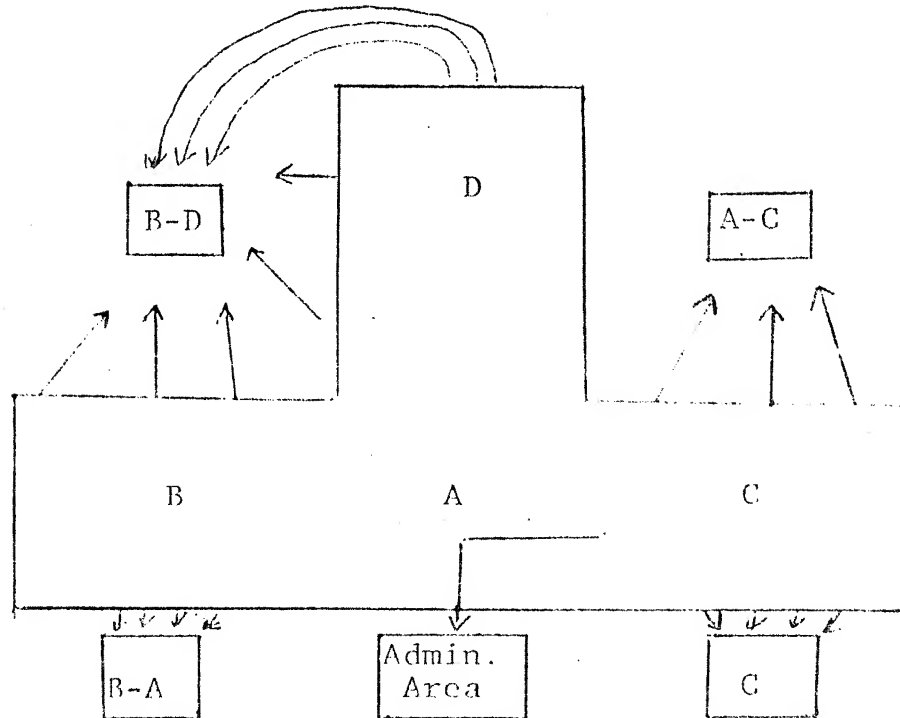
1. Pick up roll book and sign out sheet.
2. Make sure shop is clear of personnel.
3. Leave by designated exit and close door.
4. Proceed to assembly area and take roll.
5. Record all missing students, and send report to designated administrator.

II. Bomb Scare:

A. Evacuation procedures should be the same as Fire Drill

B. At the sound of the bell with additional electronic whistle designating bomb threat, the instructor should re-assemble students according to the following plan:

1. Bomb Scare Assembly Plan:



2. Leaving one designated instructor at each assembly point, all other instructors should proceed directly to administrative assembly point for search detail/
3. At the end of fire drill or bomb scare, students should return to classrooms by extreme wing designated or as otherwise designated by Secondary Coordinator.

III. With the impending threat of tornado, hurricane, high winds, or nuclear attack, the following procedure will be followed:

- A. Word will be passed over the P.A. system
- B. Students will immediately go to shelter area. (The center hall of each wing.)
- C. Students will assemble quietly in their designated area and wait for roll to be taken
- D. Instructor will:
 1. Pick up roll book and sign out sheet
 2. Make sure room is clear of all personnel and leave by hall exit
 3. Close exit door
 4. Proceed to assembly point, take roll, and record all missing students
 5. Remain with students until all clear is passed.

ASSIGNMENT OF SCHOOL PERSONNEL

Cumberland County Board of Vocational Education

Parochial School
Coordinator

Superintendent of Schools

County Civil Defense
Director

Doyle E. Owens

School Emergency Coordinator

F. James Bergmann

School Emergency Plan Review Board

1. Mr. McDevitt
2. Mr. Hanson
3. Mr. Linton
4. Mr. Bergmann

Adult Education Coordinator

Evening School Coordinator

Health Occup. Coordinator

Weymouth Rd & Monroe St.
School

Cumberland County Vo-Tech
Center

Cumberland County Vo-Tech
Center

Mr. Allabach

Mr. Data

Mrs. Krause

Warning and
Communications

Movement

Shelter

Supply &
Services

- | | | | |
|--------------------------|--------------------------|--------------------------|------------------------|
| 1. <u>Mr. Bergmann</u> | 1. <u>Mr. Bergmann</u> | 1. <u>Mr. Bergmann</u> | 1. <u>Mr. Bergmann</u> |
| 2. <u>Mr. Data</u> | 2. <u>Mr. Data</u> | 2. <u>Mr. Data</u> | 2. <u>Mr. Data</u> |
| 3. <u>Mrs. Krause</u> | 3. <u>Mrs. Krause</u> | 3. <u>Mrs. Krause</u> | 3. <u>Mrs. Krause</u> |
| 4. <u>Mr. Dastolfo</u> | 4. <u>Mr. Dastolfo</u> | 4. <u>Mr. Dastolfo</u> | 4. <u>Mr. Lupton</u> |
| 5. <u>Mr. Raudenbush</u> | 5. <u>Mr. Raudenbush</u> | 5. <u>Mr. Raudenbush</u> | |
| 6. <u>Mr. Newell</u> | 6. <u>Mr. Newell</u> | 6. <u>Mr. Newell</u> | |

Purchase of Emergency Equipment

In addition to the emergency plan to be followed, it was
was recommended that the board purchase the following equipment
for use in the event of an emergency:

- 4 Walkie-Talkies
- 1 Fedtro Bullhorn

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION
1976-1977 SALARY SCHEDULE FOR INSTRUCTIONAL PERSONNEL

	Emergency	Subj. Teacher Full Cert. BA Related Subj. Teach.	BA Subj. Teach. Full Cert MA Related Subj. Teach.
Step 1	\$ 9,100	\$ 9,600	\$10,000
Step 2	9,400	9,900	10,300
Step 3	9,700	10,200	10,600
Step 4	10,000	10,500	10,900
Step 5	10,300	10,800	11,200
Step 6	10,700	11,200	11,600
Step 7	11,100	11,600	12,000
Step 8	11,500	12,000	12,400
Step 9	11,900	12,400	12,800
Step 10	12,300	12,800	13,200
Step 11	12,700	13,200	13,600
Step 12	13,100	13,600	14,000
Step 13	13,500	14,000	14,400
Step 14		14,400	14,800
Step 15		14,850	15,250

Increments:

First Category: \$300, Steps 1 through 5
\$400, Steps 6 through 13

Second and Third Categories: \$300, Steps 1 through 5
\$400, Steps 6 through 14
\$450, Step 15

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

TRANSPORTATION STATEMENT

In our emergency plan there is no mention of providing transportation in the event of the emergency. Every effort will be made to return students to their homes in the event an emergency exists for a longer period than would allow the buses that have multiple responsibilities to transport students in the county, to arrive at our institution. Any emergency transportation plan would have to be developed in cooperation with all the districts that are served by the contractors who supply our transportation. Most of the contractors' units receive multiple usage.

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

The following motion was approved by unanimous roll call vote at the Regular Meeting of Cumberland County Board of Vocational Education, Tuesday, February 18, 1975:

"A motion was made by Rocap, seconded by Roberts, and carried by unanimous roll call vote to adopt the Disaster Preparedness Plan as presented by Owens."